

AGENCY POSITION CLASSIFICATION STANDARD

for

PERSONNEL OFFICERS IN COMPONENTS

SERIES DEFINITION:

This series includes positions which involve advising on, directing, supervising, or performing personnel management work in an Agency component. Such work is performed in two or more personnel management specializations, i.e., personnel staffing, position classification, employee relations, employee development. ☐ 25X1

EXCLUSIONS:

1. Personnel Assistant positions requiring primarily an ability to apply established personnel management principles and practices to the solution of common, recurring types of personnel management problems in narrow areas of the various personnel management specializations and not requiring a high level of analytical ability, an extensive knowledge of and background in a personnel management specialization, a good understanding of the interrelationship of the personnel specializations, and the capability to deal successfully with many different kinds of personnel management problems typical of Personnel Officer positions. ☐ 25X1

2. Personnel Officer positions in the Officer of Personnel involving responsibility primarily for work in one personnel management specialization. ☐ 25X1

SECRET

OCCUPATIONAL INFORMATION

PERSONNEL MANAGEMENT IN THE AGENCY

The Agency personnel management system is centralized in some respects and decentralized in others. Personnel careerists assigned to the Office of Personnel serve as specialists in a particular personnel management specialization and perform centralized personnel functions which include: ☐ 25X1

1. Development of Agency personnel policy and regulations -

This function is performed by the Policy and Programs Staff. ☐ 25X1

2. Recruitment and placement - This function is performed

by the Recruitment Division and the Staff Personnel Division. ☐ 25X1

3. Position classification - This function is performed by

the Position Management and Compensation Division. ☐ 25X1

4. Employee Relations - This function is performed by

the Benefits and Services Division and the Retirement Affairs Division. ☐ 25X1

5. Employee development - This function is performed by

the Career Training Staff and by the Policy and Programs Staff which establishes the framework within which the individual Career Services operate. In the Agency, this function is shared with the Office of Training and with career management offices in the individual components. ☐ 25X1

Personnel careerists assigned to individual components serve as generalists in the field of personnel management and constitute the decentralized portion of the Agency's personnel management system. They perform functions which include: ☐

25X1

1. Providing liaison between the Office of Personnel and the component. This involves explaining Agency personnel policies and regulations to the component and explaining the component's particular needs to the Office of Personnel in order to insure timely and effective personnel management service to the component which is within regulatory guidelines. ☐

25X1

2. Providing personnel management advice to components which integrates the perspectives of the individual offices of the Office of Personnel into a total personnel management viewpoint. ☐

25X1

3. Developing component personnel policies and procedures which implement or supplement Agency policies and regulations to cover situations peculiar to the component. ☐

25X1

Personnel careerists in the component often work with Career Service Boards and Panels and component Career Management Officers in furthering the objectives of the various Directorate Career Services. ☐

25X1

PERSONNEL MANAGEMENT SPECIALIZATIONS

1. PERSONNEL STAFFING: This specialization includes positions which involve advising on or performing work in recruitment, selection, placement, and/or utilization of employees. Such positions require a knowledge of the nature of the work in different occupations, the nature of the skills, experience, and training required for the performance of that work, applicant sources and availability, staffing principles and practices, and the relationship of staffing to other personnel management specializations. ☐

25X1

2. POSITION CLASSIFICATION: This specialization includes positions which involve advising on or performing work in classifying positions according to their common characteristics of knowledge required, supervision received, guidelines used, complexity of work assignments, and other factors established under Agency position classification standards, and in advising on the management of positions. Such positions require a knowledge of occupational characteristics, position classification principles and practices in order to determine the appropriate pay system, occupation, title, and grade of positions for the effective accomplishment of work within an organization, and a knowledge of the relationship of position classification to other personnel management specializations. ☐

25X1

3. EMPLOYEE RELATIONS: This specialization includes positions which involve advising on or performing work in establishing and maintaining employer-employee relationships which contribute to satisfactory productivity, motivation, morale, and discipline and involve such matters as grievances, appeals, adverse actions, disciplinary actions, and employee benefits. Such positions require a knowledge of the behavior patterns of occupational and other types of employee groups, the effects on employees of various work environments, laws and regulations governing employee relations and benefits, employee relations principles and practices, and the relationship of employee relations to other personnel management specializations. ☐

25X1

4. EMPLOYEE DEVELOPMENT: This specialization includes positions which involve advising on or performing work in training and developing employees. Such positions require a knowledge of the nature of the work in different occupations, the nature of the skills and training required for the performance of that work, training and development courses and course material, employee development principles and practices, and the relationship of employee development to other personnel specializations. ☐

25X1

TITLES

25X1

Nonsupervisory positions will be titled "Personnel Officer". ☐  
 Supervisory positions will be titled "Personnel Officer" and have  
 the suffix "SUP" attached. ☐

25X1

GRADING POSITIONS

Positions should be evaluated on a factor-by-factor basis,  
 using the factor level descriptions, one or more of the benchmark  
 position descriptions, or both. Only the designated point values  
 may be used. ☐

25X1

Supervisory duties should be evaluated by use of the Super-  
 visory Grade Evaluation Guide. Nonsupervisory duties should be  
 evaluated by use of this standard. The grade of the highest  
 level work will be the grade for the total position. ☐

25X1

FACTOR LEVEL DESCRIPTIONS

These factor level descriptions describe the levels of  
 the various factors (and give the corresponding point values)  
 typically found in Personnel Officer positions in the Agency.  
 There may be some positions which do not follow the typical  
 pattern. In such cases, judgment must be used in determining  
 the factor level which is most appropriate overall. ☐

25X1

Factor 1 - Knowledge Required by the Position

This factor measures the nature and extent of information or facts which the Personnel Officer must understand to do acceptable work (e.g., procedures, practices, rules, policies, principles, and concepts) and the nature and extent of the skills necessary to apply this knowledge. ☐

25X1

Level 1-6

950 Points

Knowledges of the basic principles and practices of personnel staffing, position classification, employee relations, and employee development and of related Agency and component regulations, policies, procedures, and precedent cases sufficient to understand the nature of common and recurring types of problems and to select an appropriate solution from among one or more alternatives which are standard, commonly used, and readily apparent to a trained Personnel Officer. The advice typically encompasses the perspective of a single personnel management specialization (e.g., personnel staffing) rather than the total personnel management viewpoint. ☐

25X1

Level 1-7

1250 Points

Broad knowledge of the principles and practices of and the interrelationships among personnel staffing, position classification, employee relations, and employee development and knowledge of related Agency and component regulations, policies, procedures, and precedent cases sufficient to

identify the true rather than apparent nature and scope of difficult and complex problems and to make significant adaptations of guidelines based on extension of their underlying personnel management concepts for application to unusual aspects of the problems. The advice typically encompasses the total personnel management perspective rather than the viewpoint of a single personnel management specialization (i.e., the Personnel Officer provides advice on personnel staffing problems by considering not only the personnel staffing but also the position classification, employee relations, and employee development implications). ☐

25X1

Level 1-81550 Points

Expert knowledge of the principles and practices of and the interrelationships among personnel staffing, position classification, employee relations, and employee development and knowledge of related Agency and component regulations, policies, procedures, and precedent cases as described in Level 1-7 and, in addition, knowledge of the broad goals of top management of the component and the ways in which these goals can be achieved through the effective management of the component's personnel resources. This knowledge enables the Personnel Officer to serve as a fully participating member of the component's top management team as evidenced by almost daily contact with the director of the component and attendance at



important meetings of top management of the component on a regular basis. the Personnel Officer is relied upon for authoritative advice on all aspects of personnel management, including Career Board activities for a Career Service or Sub-Group, and for significant participation in and contributions to management planning and decisions. The advise typically encompasses the total personnel management perspective rather than the viewpoint of a single personnel management specialization (i.e., the Personnel Officer provides advice on personnel staffing problems by considering not only the personnel staffing but also the position classification, employee relations, and employee development implications) as described in Level 1-7. ☐

25X1

#### Factor 2 - Supervisory Controls

This factor covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility, and the review of completed work. ☐

25X1

#### Level 2-3

#### 275 Points

The supervisor, a Personnel Officer of higher grade, makes assignments by defining objectives, priorities, and deadlines and assists the employee with unusual situations which do not have clear precedents. The employee plans and carries out assignments in accordance with established policies and procedures. Completed work is reviewed for technical soundness and conformance with policies and procedures. The methods used by the employee are not usually reviewed in detail. ☐

25X1

Level 2-4450 Points

The supervisor, a Personnel Officer of higher grade, makes assignments by defining overall objectives and, in consultation with the employee, develops projects and deadlines. The employee plans and carries out assignments, resolving most of the conflicts which arise, coordinating the work with others as necessary, interpreting policy on own initiative, and determining the approach to be taken and the methods to be used. Keeps supervisor informed on progress, potentially controversial issues, or far-reaching implications. Completed work is reviewed from the overall standpoint of compatibility with other work and accomplishment of personnel management objectives. ☐

25X1

Level 2-5650 Points

The supervisor, an operating official with responsibility for other functions in addition to personnel, provides administrative direction, assigning work in terms of broadly defined personnel management functions. The employee plans and carries out functions independently. Completed work is considered technically authoritative and if reviewed, is reviewed for accomplishment of management objectives. ☐

25X1

Factor 3 - Guidelines

This factor covers the nature of guidelines and the judgment needed to apply them. Individual jobs vary in the specificity, applicability, and availability of guidelines for performance of assignments. Consequently, the constraints and judgmental demands placed upon employees also vary. ☐

25X1

Guidelines used by component Personnel Officers include personnel management principles and practices, Agency Personnel Headquarters ☐ Notices and Memoranda, the Federal Personnel Manual, component personnel procedures, and precedent actions. ☐

25X1

25X1

Level 3-2

125 Points

Guidelines are specifically applicable to the work because of the relatively common and recurring features of assignments. The employee uses judgment in selecting the most appropriate guidelines for application and in making minor adaptations of guidelines to specific situations, e.g., recruitment guides for clerical and/or professional employees exist or can be easily adapted, procedures for assessing employee qualifications have been developed by others, precedent cases provide viable options for the solution of employee relations problems, employee training and development plans provide instructions for determining employee training needs, or standard solutions in a single personnel management specialization form the basis of advisory service provided to management. ☐

25X1

Level 3-3275 Points

Guidelines are not directly applicable to the work because of the unusual features of assignments. The employee uses judgment in interpreting and making significant adaptations of guidelines to specific situations, e.g., developing new recruitment guides for one-of-a-kind professional positions, developing procedures for assessing the qualifications of professional employees, developing solutions to serious employee relations problems involving dissatisfaction of large groups of employees or potential repercussions with the host country or other U.S. agencies overseas, developing training and development plans for professional employees, or providing management advisory service which goes beyond standard solutions and considers problems from the total personnel management perspective. ☐

25X1

Level 3-4450 Points

Guidelines such as Agency personnel policies and regulations are scarce or of limited use because of the unique or extremely unusual features of assignments. The employee uses judgment and initiative in developing new personnel management methods and procedures or recommending new policies or regulations when existing guidelines cannot be adapted to cover particular situations which appear to conflict with each other or with significant management considerations. For example,

the employee develops methods for overcoming employee retention problems when substantial numbers of employees requiring lengthy training gravitate toward greater promotion opportunities in other components, or develops methods for reconciling conflicts with other agencies concerning assignment of component employees under official cover. ☐

25X1

Level 3-5

650 Points

(This level is not usually found in component Personnel Officer positions. It is more typical of certain Office of Personnel positions which involve responsibility for interpreting legislation and broad Federal or Agency personnel management policies and developing applications of these guidelines for use by the Agency.) ☐

25X1

Factor 4 - Complexity

This factor covers the nature, number, variety, and intricacy of processes or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work. ☐

25X1

Level 4-3

150 Points

The work consists of providing advice to component managers, supervisors, and employees on varied personnel staffing, position classification, employee relations, and employee development within an assigned area of responsibility which

presents problems of average complexity. The work requires consideration of the following conditions, for the most part, but also one or two of the conditions described in Level 4-4: ☐ 25X1

- Common administrative and a few related clerical, technical, and/or wage grade occupations which involve work processes, qualifications requirements, career ladders, recruitment sources, position classification criteria, and training requirements which are well defined and easily understood. ☐

- An organizational structure which is simple (e.g., a few sub-divisions whose activities are clearly distinguishable by different subject or functional areas) and which remains unchanged in structure or philosophy for four or more years at a time except for frequent limited changes. ☐

- Personnel and positions which operate under the control of component management (e.g., component employees are not on rotational assignments to other components or agencies, either overtly or under cover). ☐ 25X1

- Employees who operate under the same personnel system (e.g., Agency staff employees). ☐ 25X1

- Employees who work at one primary work site. ☐ 25X1

- Employees who work at locations having adequate housing, shopping, health, and recreational facilities (e.g., U.S. and non-hardship posts overseas). ☐ 25X1
- Occupational and other types of employee groups which have reasonable attitudes toward each other. ☐ 25X1
- Employees who are overt. ☐ 25X1
- Employees who have regular work schedules. ☐ 25X1

Identifying what needs to be done requires analysis of the subject or issue of each assignment and of alternative courses of action. The work requires discerning interrelationships among various elements of the assignment, e.g., on a personnel staffing assignment, considering the interrelationship between job requirements and employee qualifications. ☐ 25X1

Level 4-4

225 Points

The work consists of providing advice to component managers, supervisors, and employees on varied personnel staffing, position classification, employee relations, and employee development matters within an assigned area of responsibility, which presents complex problems. The work requires consideration of several of the following conditions OR one or two of the conditions described in Level 4-5: ☐ 25X1

- Common administrative and numerous other diverse occupations which involve work processes which are difficult to understand (e.g., professional and technical occupations involving mental, judgmental, public contact, or

coordinative work processes) or for which qualified applicants are difficult to find because of the competitive job market. ☐

- 25X1
- An organizational structure which is complex (e.g., three or four echelons, each with several sub-divisions whose activities are not always clearly distinguishable) and which remains unchanged in structure of philosophy for three years at a time except for frequent limited changes. ☐ 25X1
  - A number of personnel and/or positions which operate under the control of another manager (e.g., component employees on rotational assignments to other components or agencies, either overtly or under cover). ☐ 25X1
  - A number of employees who operate under an entirely different personnel system (e.g., contract employees except those under standard contracts, military employees, or employees from other agencies). ☐ 25X1
  - A number of employees who work at several sites scattered throughout a geographic area. ☐ 25X1
  - A number of employees who work at locations which have inadequate housing, shopping, health, or recreational facilities (e.g., hardship posts overseas). ☐ 25X1
  - Occupational and other types of employee groups which generate personnel problems (e.g., groups with differing cultural or socio-economic attitudes or groups having limited career opportunities). ☐ 25X1



- A number of covert employees. ☐ 25X1
- A number of employees who work irregular shifts, work excessive overtime, frequently perform unscheduled work, or answer frequent emergency call-ins. ☐ 25X1
- The Personnel Officer attends Career Board meetings for the purpose of providing advice and guidance on procedural matters. Ensures that minutes of meetings are prepared and that follow-up actions are taken, and counsels employees on the procedural aspects of the component's career management system. ☐ 25X1

Identifying what needs to be done requires analysis of unusual and interrelated conditions, incomplete or conflicting data about problems, and various possible ways to approach problems. The work requires planning assignments to ensure adequate coverage of all pertinent issues, interpreting a considerable amount of data and regulations, and making significant adaptations of standard methodology for application to unusual problems. ☐ 25X1

Level 4-5

325 Points

The work consists of providing advice to component managers, supervisors, and employees on varied personnel staffing, position classification, employee relations, and employee development matters within an assigned area of responsibility which presents exceptionally complex problems. The work requires consideration of the majority of the conditions described in Level 4-4 OR several of the following conditions: ☐ 25X1

- 25X1
- Common administrative and a great many other highly dissimilar occupations which involve work processes which are highly complex or substantive, fluid, or unstructured (e.g., professional scientific research and development; very high level administrative, coordinative, public contact, or managerial; or new or undergoing rapid and fundamental technological changes). ☐
  - An organizational structure which is very complex (e.g., five or more echelons, each with numerous sub-divisions whose activities are difficult to distinguish from each other) and which undergoes major re-organizations and changes of functions involving sweeping re-alignments of duties, positions, and personnel or major changes in philosophy involving extensive program re-orientation, changes in delegations of authority, etc., every year or two. ☐
  - Personnel and/or positions which operate under the control of one or more other managers in addition to component management (e.g., component employees on rotational assignments to other components or agencies, either overtly or under cover) and constitute 25% or more of the personnel or positions for which responsible. ☐
- 25X1

- Employees who operate under one or more other entirely different personnel systems and occupy parallel or interchangeable positions (e.g., contract employees except those under standard contracts, military employees, or employees from other agencies) and constitute 25% or more of the employees for whom responsible. ☐ 25X1
- Employees who work at many sites scattered throughout a geographic area overseas and constitute 25% or more of the employees for whom responsible. ☐ 25X1
- Employees who work at locations which have seriously inadequate housing, shopping, health, or recreational facilities (e.g., hardship posts overseas) and constitute 25% or more of the employees for whom responsible. (S)
- Employees who are members of occupational and other types of employee groups which generate serious personnel problems (e.g., groups with widely differing cultural or socio-economic attitudes or groups having severely limited career opportunities) and constitute 25% or more of the employees for whom responsible. ☐ 25X1
- Employees who are covert, many of whom are under ☐ 25X1  
cover, and constitute 25% or more of the employees for whom responsible. ☐ 25X1
- Employees who work irregular shifts, work excessive overtime, frequently perform unscheduled work, or answer frequent emergency call-ins and constitute 25% or more of the employees for whom responsible. ☐ 25X1

- The Personnel Officer attends Career Board meetings and, in addition, counsels employees on sensitive career management issues. Works with senior managers to establish development profiles and monitors the progress of employee problem cases. ☐

25X1

Identifying what needs to be done requires analysis of undefined conditions and interrelationships, conflicting regulations or management requirements, and uncertainties as to how to approach problems. The work requires developing new information about problems in order to define their nature and scope, developing bases for the resolution of conflicts, and developing new policies or procedures for application to problems which are not covered by existing policies and procedures. ☐

25X1

Level 4-4

450 Points

(This level is not usually found in component Personnel Officer positions. It is more typical of certain Office of Personnel positions which involve responsibility for conducting major series of personnel management studies to develop new personnel management concepts or programs or to develop solutions to problems systemic to the Agency.) ☐

25X1

Factor 5 - Scope and Effect

This factor covers the relationship between the nature of the work, i.e., the purpose, breadth, and depth of the

assignment, and the effect of work products or services both within and outside the organization. ☐

25X1

Level 5-3150 Points

The purpose of the work is to provide personnel management advice which encompasses the perspective of a single personnel management specialization and pertains to problems of average complexity as defined in Level 4-3 of Factor 4, Complexity. The advice affects a segment (e.g., organizational, functional, or occupational) of a component or Career Service or Sub-Group having up to 750 employees. ☐

25X1

Level 5-4225 Points

The purpose of the work is to provide personnel management advice which encompasses the total personnel management perspective and pertains to complex or exceptionally complex problems as defined in Levels 4-4 and 4-5 of Factor 4, Complexity. The advice affects a segment (e.g., organizational, functional, occupational) of a component or Career Service or Sub-Group having up to 750 employees; ☐

25X1

OR

The purpose of the work is to serve as the principal Personnel Officer in a component and to provide personnel management advice which encompasses the total personnel management perspective and pertain to problems of average complexity or to complex problems as defined in Levels 4-3 and 4-4 of Factor

4, Complexity. The advice affects a component or Career Sub-Group having to to 750 employees. ☐

25X1

Level 5-5

325 Points

The purpose of the work is to serve as the principal Personnel Officer in a component and to provide personnel management perspective and pertains to complex or exceptionally complex problems as defined in Levels 4-4 and 4-5 of Factor 4, Complexity. The advice affects a component or Career Sub-Group having up to 750 employees; ☐

25X1

OR

The purpose of the work is to serve as the principal Personnel Officer in a component and to provide personnel management advice which encompasses the total personnel management perspective and pertains to problems of average complexity or to complex problems as defined in Levels 4-3 and 4-4 of Factor 4, Complexity. The advice affects a component or Career Service or Sub-Group having 800 or more employees. ☐

25X1

Level 5-6

450 Points

The purpose of the work is to serve as the principal Personnel Officer in a component and to provide personnel management advice which encompasses the total personnel management perspective and pertains to exceptionally complex problems as defined in Level 4-5 of Factor, Complexity. The

advice affects a component or Career Service or Sub-Group having 800 or more employees. ☐

25X1

Factor 6 - Personal Contacts

This factor covers face-to-face contacts and telephone dialogue with persons not in the supervisory chain. Levels described under this factor are based on what is required to make the initial contact, the difficulty in communicating with those contacted, and the setting in which the contact takes place. ☐

The setting in which contacts take place are defined in the following manner: ☐

- a. Highly structured setting: The purpose of the contact and the question of with whom to deal are relatively clear. ☐
- b. Moderately unstructured setting: The contacts are not established on a routine basis, the purpose and extent of each contact is different, and the role and authority of each party is identified and developed during the course of the contact. ☐

Level 6-2

25 Points

Contacts are with individuals within the Agency in a highly structured setting, e.g., employees, supervisors, and managers in the component served, in other components to which Career Service or Sub-Group employees are assigned, or in administrative

support offices such as the Office of Personnel and the Office of Finance. Contacts may also be with job applicants from outside the Agency in a moderately unstructured setting. ☐ 25X1

Level 6-3

60 Points

Contacts are with individuals within the Agency in a moderately unstructured setting, e.g., individuals such as those described in Level 6-2 with whom there is an adversary relationship or to whom advisory services are provided on sensitive issues. Contacts may also be with individuals outside the agency in a moderately unstructured setting, e.g., personnel specialists in other agencies, officials at universities or other applicant sources, or officials at training centers attended by component employees. ☐ 25X1

Factor 7 - Purpose of Contacts

This factor covers the purpose of personal contacts, ranging from factual exchanges of information to negotiation of controversial issues involving different viewpoints or objectives. ☐ 25X1

Level 7-1

20 Points

The purpose of contacts is to obtain, clarify, or provide information, e.g., to obtain information upon which actions can be based, to explain the basis for actions, or to explain personnel policies and procedures. ☐ 25X1



Level 7-2

50 Points

The purpose of contacts is to plan, coordinate, or advise on work or to resolve problems by influencing or motivating individuals or groups who are basically cooperative and working toward mutual goals, e.g., to work with Personnel Officers in the Office of Personnel to resolve staffing problems, to work with a Chief of Support to resolve a variety of personnel problems, to work with a Career Management Officer to solve employee development problems, or to counsel employees on employee relations or career development matters which are not particularly sensitive or emotionally charged or when the employees demonstrate reasonable attitudes. ☐

25X1

Level 7-3

120 Points

The purpose of contacts is to influence, motivate or negotiate with individuals or groups who have different viewpoints or objectives, e.g., to counsel employees or groups of employees on matters about which they are sensitive or emotional, to present advice to management or convince management to adhere to Agency policy which appears to conflict with management's objectives, to negotiate with other components on release of employees from rotational assignments, to negotiate cover arrangements with Central Cover Staff or officials from other agencies in order to meet component objectives, or to resolve problems which have escalated beyond the arena described in

Level 7-2. Personnel Officers in some components, particularly those who are involved in a component's career management system and attend Career Board meetings, have occasional direct contact with the director of the Component or the head of a Career Service or Sub-Group on substantive personnel management matters but report on the majority of issues through a Chief of Support or Career Management Officer. ☐

25X1

Level 7-4

220 Points

The purpose of contacts is to justify, defend, or negotiate major or controversial issues with individuals or groups who have different viewpoints or objectives. Such contacts are typical of the Personnel Officer who deals directly with the head of a Career Service or Sub-Group and with the top management team of a component on a regular basis to resolve situations where management objectives appear to be a variance with personnel management objectives and to explain Career Board decisions and counsel employees on career management issues which are sensitive and emotionally charged. ☐

25X1

Factor 8 - Physical Demands

This factor covers the requirements and physical demands placed on the employee by the work assignment. This includes physical characteristics and abilities and the physical exertion involved in the work. ☐

25X1

Level 8-1

5 Points

The work is primarily sedentary. There may be some walking, standing, bending, and carrying of light objects. ☐

25X1

Factor 9 - Work Environment

This factor covers the risks and discomforts in the employees's physical surroundings or the nature of the work assigned and the safety regulations required. ☐

25X1

Level 9-1

5 Points

The work environment involves everyday risks or discomforts which require normal safety precautions typical of offices or automobiles. ☐

25X1

Level 9-2

20 Points

The work environment involves moderate risks or discomforts which require special safety precautions, e.g., working in overseas areas subject to terrorist activity requiring avoidance of particular locations or situations, variations in normal movements, and similar precautions. ☐

25X1

Level 9-3

50 Points

The work environment involves high risks which require a range of safety precautions, e.g., working in a war zone requiring constant awareness of the status of military or guerilla activity, procedures for behavior under fire, and similar precautions. ☐

25X1

## ROUTING AND RECORD SHEET

SUBJECT: (Optional) <b>POSITION STANDARDS - PERSONNEL OFFICERS</b>				
FROM: <b>DD/Per/SP</b>		EXTENSION	NO.	
			DATE <b>21 Dec 82</b>	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. <b>C/BSO</b>	<b>12/21</b>		<b>OK</b>	<b>1.549) FYI</b>
2.				
3.				<b>13) Position Description</b>
4.				<b>file</b>
5. <b>C/CAD</b>	<b>12/22</b>	<b>12/28</b>	<b>1086</b>	<b>EJ</b>
6.				
7.				
8.				
9. <b>C/RAD</b>		<b>1/10</b>	<b>L</b>	
10.				
11.				
12.				
13.				
14. <b>DD/Per/SP</b>		<b>4/29</b>	<b>E</b>	
15. <b>T</b>				

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STATINTL

FROM: <span style="border: 1px solid black; padding: 2px;">Chief, Position Management and Compensation Division 1016 Ames</span>		EXTENSION	NO.
			DATE <b>30 SEP 1982</b>
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. DD/PA&E 1006 Ames	<b>1</b> OCT 1982		/s/
2.			
3. EA-D/PERS 5 E 58 Hqs	<b>4</b> OCT 1982		<i>RS</i>
4.			
5. DD/PERS 5 E 58 Hqs	<b>4</b> OCT 1982		
6.			
7. D/PERS 5 E 58 Hqs			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Attached for your review is the draft Agency position classification standard for Component Personnel Officer. I have also attached a chart which reflects the impact of the standard on several existing component personnel officer positions. As you will see, in most cases existing grades are maintained.

The draft standard is two grades over OPM standard and has been modified to allow for positions at the GS15 grade level by liberal interpretation of several of the factor levels, particularly Knowledge, Supervision, Scope and Effect, and Purpose of Contacts.

I have also included a spreadsheet which compares the maximum factor levels and the grade conversion charts for a sampling of Agency developed standards. This special sheet will give you an idea of where the Personnel Officer standard fits in relation to other standards.

I would like to discuss this draft standard with you at your convenience prior to approving it in its present form in order to assure our mutual understanding of the direction that PMCD's standards development program is taking.

STATINTL

POSITION DESCRIPTION - Secretary to the DD/Pers/SP

Incumbent will serve as Secretary to the DD/Pers/SP. Responsibilities include:

- . Taking and transcribing dictation.
- . Typing drafts and final copies of letters and memoranda.
- . Answering telephone, responding to requests for information concerning the activities of the office and referring questions to appropriate officials.
- . Maintaining filing systems for both the secretary and the DD/Pers/SP in current, orderly and readily accessible status - including the FPM series.
- . Receiving, processing, directing and controlling incoming and outgoing correspondence, paying close attention to details and accuracy.
- . Guiding and instructing division and branch secretaries in new procedures and requirements.
- . Maintaining work flow suspense system to insure promptness and accuracy of responses to requirements.

In addition, secretary to DD/Pers/SP will provide secretarial support to the C/BSD and act as the central control point for the Agency's Public Service Awards Program. This includes both OP annual request for Agency nominees and the individual submission of candidates for particular awards, as well as monitoring the status of nominations and appropriately publicizing award recipients.

Incumbent should possess ability to:

- . Tactfully work well with others at all levels of personnel.
- . Work under the pressure of deadlines.
- . Be flexible and able to follow directions readily.
- . Use initiative and work with a minimum of supervision.
- . Have excellent typing and shorthand skills.

ATTACHMENT  
8  
FO

CONTRACT PERSONNEL DIVISION

OPPP&M PROPOSED: AX-35 Contract Officer - Pers Svc, Ch, GS-15

PMCD Determination: AX-35 Contract Officer - Pers Svc, Ch, GS-14

As Chief, CPD, the incumbent of this position is responsible for managing a program involving the preparation and execution of personal service contracts, consultant contracts and letters of agreement; technical review of all field-prepared contracts and Memoranda of Oral Commitment; and the recording and processing of contractual documents. This is accomplished by a division of 10 employees. The Chief personally serves as a member of the Agency's Overpayment Review Board and the Administrative Allowance Committee. ☐

The level of responsibility and knowledge required of this position does not exceed that of GS-14 level contracting officer positions in DDS&T and OL. While the duties of these positions somewhat parallel those within CPD, comparisons were also made with other OPPP&M division chiefs to ensure occupational equity. The best comparison with other GS-15 OPPP&M division chiefs is with Chief, SPD. ☐

Chief, SPD is responsible for the overall management and direction of five branches consisting of 41 positions. Under the SPD umbrella are a variety of programs including selection, processing, and placement of Agency staff, certain contract, and military employees; approving for D/Pers personnel actions and QSIs for staff employees; doing staff work for D/Pers in areas such as Agency in-hire policy, the vacancy notice system and LWOP policy; and acting as the Agency's Coordinator for the Handicapped. The Chief, SPD position is stronger than Chief, CPD's position in terms of breadth of knowledge required, complexity, scope, and effect while being roughly equal in other classification factors. ☐

Based upon the above and also using the Supervisory Grade Evaluation Guide, this position evaluates at GS-14. ☐

OPPP&M PROPOSED: AX-36 Contract Off - Pers Svc, GS-14  
GE-52 Contract Off - Pers Svc, GS-14

PMCD Determination: AX-36 Contract Off - Pers Svc, GS-13 (2)

The incumbents of these positions are responsible for preparing personal service contracts, reviewing all personal service contracts which are prepared or negotiated in the field, and providing advice

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and guidance to Agency officers on personnel administration as it relates to contracting procedures and employee benefits and entitlements. In addition, the incumbent of AX-36 serves as alternate special contracting officer, liaison officer with Social Security Administration, and as Chief, CPD in his absence. ☐

As noted above, the best comparison within OPPP&M is in SPD, specifically the GS-12 personnel officer positions in PPB. The knowledges required for the positions in CPD plus the continuing requirement to process contracts for unique employment situations exceed that of the GS-12 positions in PPB. Comparisons were also made with GS-13 contracting officer positions in DDS&T and OL which are responsible for the full range of contracting duties including negotiation and preparation, administration, termination and settlement of Agency nonpersonal services contracts. The level of responsibility and knowledge required in the CPD positions does not exceed GS-13 based on these comparisons. ☐

These positions were further compared with senior GS-14 attorney positions in OGC which have the final responsibility for the technical and legal accuracy of personal service contracts in the Agency. These positions are clearly stronger than the CPD positions. ☐

The incumbent of AX-36 is not functioning as a true Deputy and the other additional duties were found not to be grade-controlling. ☐

OPPP&M Proposed: AX40, Secretary-Typing, GS-07

PMCD Determination: AX40, Secretary-Typing, GS-06

This position evaluates at GS-06 based on the Agency Secretarial Grade Pattern. An audit of this position was not conducted; however, upon receipt of a position description a review will be made. ☐

RETIREMENT AFFAIRS DIVISION/RETIREMENT OPERATIONS BRANCH

OPPP&M Proposed: Employee Ben Officer, Ch, GS-14

PMCD Determination: Employee Ben Officer, Ch, GS-14

The incumbent of this position manages a Branch of 18 employees



with the highest non-supervisory working level as GS-09. The incumbent is responsible for providing technical advice to the CIA Retirement Board; for extensive liaison with OPM and State on retirement matters; and for review and occasional drafting of proposed legislation or executive orders on retirement matters. There are significant retirement policy and program evaluation responsibilities exercised by the incumbent. Chief, ROB acts as Division Chief during his absence. ☐

This position evaluates at GS-14 based on its own merits when compared to similar positions at State and OPM. Evaluation by the Supervisory Grade Evaluation Guide would not support this evaluation. Evaluation was also confirmed at GS-14 when compared to Chief, Retirement Counseling and Employee Assistance Branch. ☐

BENEFITS SERVICES DIVISION/CENTRAL PROCESSING BRANCH,  
SECTION ☐

OPPP&M Proposed: AW-99, Transport Officer, Ch, GS-12

PMCD Determination: AW-99, Transport Officer, Ch, GS-11

The incumbent is responsible for supervising eight employees ranging in grade from GS-05 through GS-09. The duties of the position include interpreting Agency and related cover organization regulations pertaining to movement of household effects, resolving operational problems arising out of the operation of the Section, and maintaining liaison with storage companies and other Government agencies. ☐

Using the Supervisory Grade Evaluation Guide with a base working level of GS-09, this position evaluates as a GS-11. However, this position was also reviewed on its own merits and compared with GS-11 Freight Traffic Officer positions at the ☐ The responsibilities of the Freight Traffic Officer positions include arranging for the movement of cargo to overseas installations, shipping hazardous cargo, tracing lost or delayed cargo, and maintaining liaison with commercial carriers and other Government agencies. Since the responsibilities of the Transportation Officer do not exceed those of the Freight Traffic Officer, it evaluates as a GS-11. ☐

BENEFITS & SERVICES DIVISION/INCENTIVE AWARDS BRANCH

OPPP&M Proposed: AW55, Incentive Awards Officer, GS-12

PMCD Determination: AW55, Incentive Awards Officer, GS-09

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The incumbent of this position is responsible for arranging and supervising award ceremonies, writing minutes for the HMAB meetings, maintaining award records and inventory, and supporting Agency management in controlling foreign gifts and decorations. ☐

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This position compared favorably with a GS-09 position at NSA doing very similar work. It was also compared with GS-09 personnel assistant positions in the DDO and was found not to exceed the knowledge required, scope and effect, and complexity involved in these positions. In addition, it was compared with the GS-11 Incentive Awards position in IAB which is considered a stronger position because it covers a broader awards program, requires extensive writing, and involves more substantive liaison. ☐

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Based on the above comparisons, this position evaluates as a GS-09. However, we recognize that it may be difficult to staff it as a GS-09 and are, therefore, recommending a GS-12 incumbency allocation. It is our understanding that additional positions are being added to the Branch to assist in the clerical duties and that substantive responsibilities will be added to this position. When these additional responsibilities have been added to the position and are being performed by the incumbent, PMCD will again review it. ☐

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